MASS.
SS1.2:
M38/6

UMASS/AMHERST
312066 0278 1027 2

GOVERNMENT DOCUMENTS
COLLECTION
JUL 21 1987
University of Massachusetts
Depository Copy

The Massachusetts

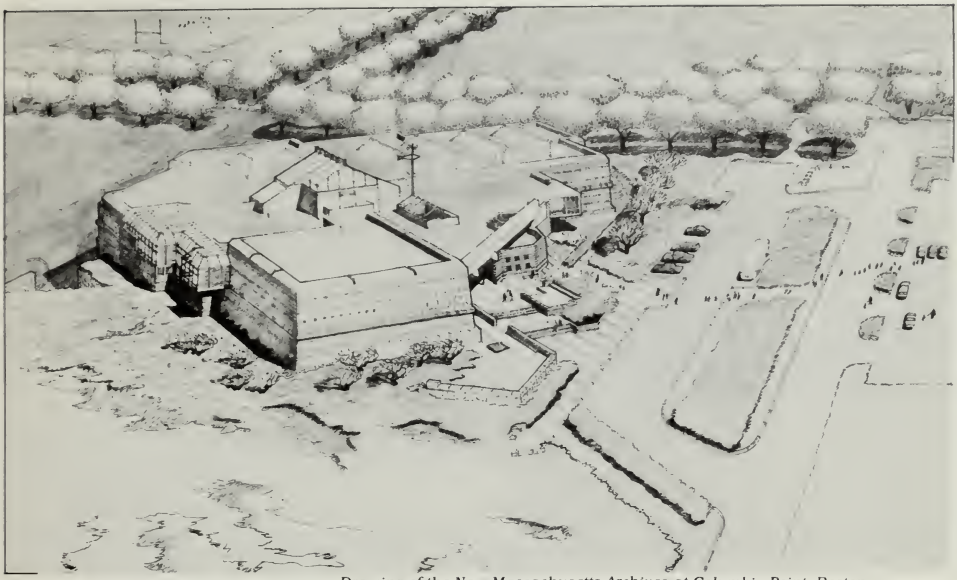
ARCHIVES

State Records Center & Archives Museum

Michael Joseph Connolly
Secretary of State

Digitized by the Internet Archive
in 2014

https://archive.org/details/massachusettsarc00mass



Drawing of the New Massachusetts Archives at Columbia Point, Boston

The Massachusetts ARCHIVES

State Records Center & Archives Museum

Secretary of State Michael Joseph Connolly meets with architect John Myer of Arrowstreet, Inc.

THE AUTHORS of the Massachusetts Constitution made provisions for the preservation of materials which would record civic, economic, and cultural heritage. And, as Massachusetts has developed and grown, so has the volume of records which tells our story. The Archives collection outgrew its small quarters in the State House basement during the last ten years; thousands of important historical documents have remained in annexes, unusable and inaccessible. Concurrently, advances had been made in the preservation of fragile archival materials, yet innovations in vault climate control, for example, were deemed impossible given the age and condition of the Archives. These crises in space and technology combined with a third concern: the public's renewed awareness of the past and its relevance to the present and future.

From the State House vault and from warehouses throughout the Commonwealth, the historical

materials which comprise the life of Massachusetts will be brought together into the new State Archives and Records Center. Its spacious research rooms and comprehensive collections will prove invaluable to scholars. The modern preservation and maintenance programs will ensure that our state's legacy will endure time and environmental changes. Most importantly, the stereotype of an archives as a dusty repository will be shattered, as the Constitution, historic maps, etchings, letters — in short, our common wealth — will be viewed and enjoyed by countless visitors.

The location of the new Archives and Records Center at Columbia Point, adjacent to the John F. Kennedy Library and the University of Massachusetts/Boston holds great promise. It will be an important part of the area's continuing revitalization and growth as a nationally-acclaimed educational and research community.

I am proud to have had a role in this considerable undertaking and offer special thanks to James W. Igoe, Archives Building Project Director and Deputy Secretary of State, for his immeasurable contributions to the project. The enthusiasm of those in the Executive Office for Administration and Finance, and the state Division of Capital Planning and Operations also brought the dream of a new State Archives closer to reality. The efforts of the architects of Arrowstreet, Inc. deserve mention for the beauty of the final design. And, the cooperation of State Auditor John J. Finnegan, University of Massachusetts President David C. Knapp, University of Massachusetts/Boston Chancellor Robert A. Corrigan, and John F. Kennedy Library Director Dan Fenn in the planning of this building illustrates our personal and professional affinity. All involved have paved the way for a facility that will embody the best of Massachusetts for generations to come.

Michael Joseph Connolly,
Massachusetts Secretary of State

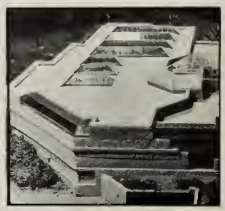
The facility

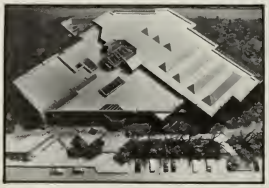
Located on 4.5 acres of land overlooking Boston Harbor, the Massachusetts Archives and Records Center, scheduled to open in the spring of 1985, promises to be the epitome of effective records management and archival conservation. The building will contain three levels of storage space totalling 102,000 square feet that will serve the state's expanding archival and records-maintenance needs well into the twenty-first century.

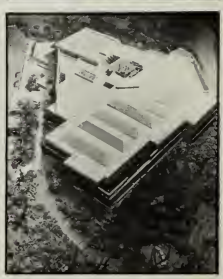
The facility has been designed with particular attention to energy efficiency and features computerized energy management, sky-lights for passive lighting of several areas, and independent heating, cooling, and humidity controls self-contained in each storage vault. Heat and smoke sensors, electronic detection and alarms, and a 24 hour a day central security system will guarantee the protection and conservation of all records and documents.

The new Archives will house complete facilities for processing and storing archival materials. Four specially-designed concrete vaults with 24,000 square feet of storage space will be complemented by a full document conservation laboratory, cataloging and inventory areas, the most modern technologies for photographic reproduction, and a 5000 square foot museum for the display of historical artifacts and documents.

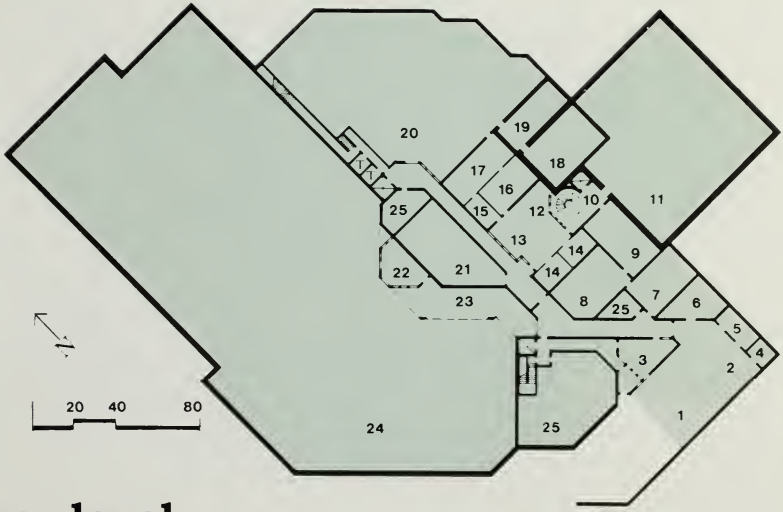
The Records Center, with a capacity for 200,000 boxes of records, will utilize an innovative system of shelving served by electric "order pickers". Also included in the center will be a large microfilm and reproduction facility and storage vaults for 200,000 rolls of microfilm and 22,000 computer tapes.





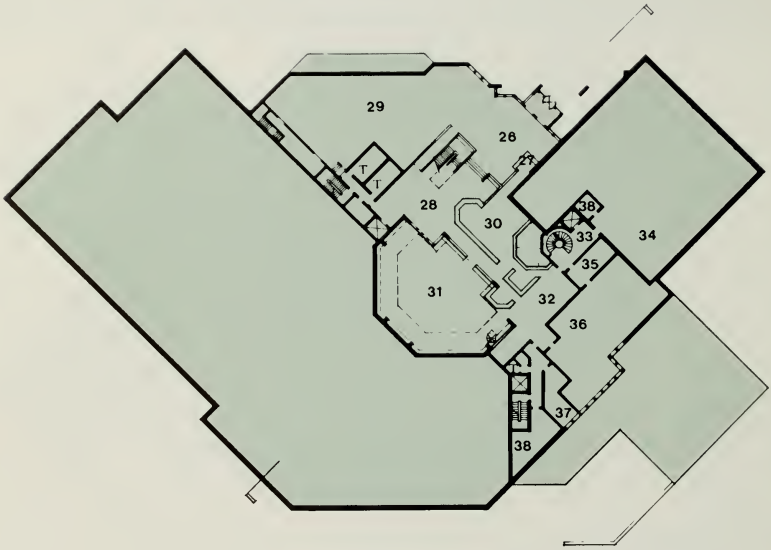


Four views of the architect's models



Lower level

1 Covered garage
2 Loading dock
3 Security/receiving
4 Trash
5 Chemical storage
6 Maintenance
7 Document fumigation
8 Document cleaning
9 Document arrangement
10 Air-lock vestibule
11 Archival storage vault
12 Exhibit preparation
13 Photo duplication
14 Planetary camera
15 Photostat
16 Photo lab
17 Dark room
18 Microfilm vault
19 Magnetic tape vault
20 Microfilm lab
21 Supply room
22 Records Center office
23 Records Center temporary hold
24 Records Center storage
25 Mechanical



Main level

26 Entrance lobby
27 Information desk
28 Main lobby & exhibit
29 Museum
30 Main desk
31 Reading room
32 Reference area
33 Air-lock vestibule
34 Archival storage vault
35 Reshelve
36 Document inventory and arrangement lab
37 Museum curator's office
38 Mechanical

Upper level

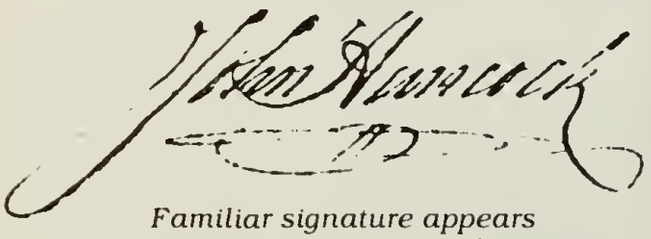
39 Lobby
40 Meeting room
41 Lounge
42 Kitchen
43 Terrace
44 Archive offices
45 Conference Room
46 Reading room mezzanine
47 Air-lock vestibule
48 Archival storage vault
49 Document preservation lab
50 Records Center offices
51 Mechanical

The archives: an introduction

THE VOLUME OF RECORDS to be maintained by the State Archives has increased dramatically in the last decade, far outstripping the state's capacity for proper conservation. Acquisitions, rarely exceeding two or three hundred cubic feet in the 1970s, mushroomed to 500 cubic feet in 1980 and are expected to double to 1000 by the end of this year.

The new State Archives has been specially designed to meet this growing storage need, offering four levels of secure vault space and a closely-controlled environment. Significantly, storage space for an expansion of the Archives collection can be easily provided at minimal cost and without additional construction.

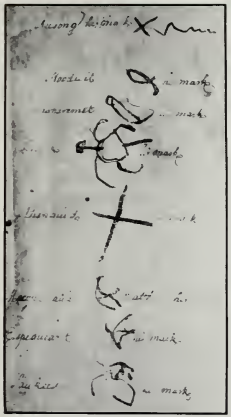
Royal Seal; Queen Elizabeth



Familiar signature appears on many documents

Bennington drum

The archives: the museum

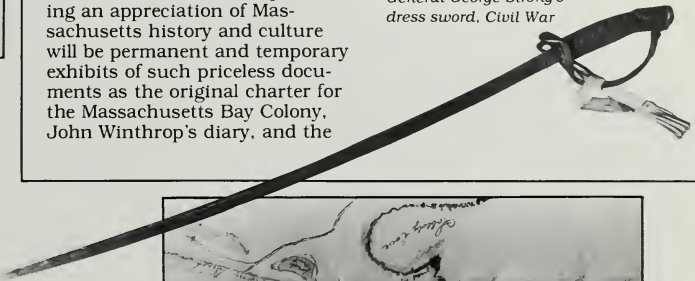


Pictographic signatures on 18th century Indian treaty

A MAJOR ATTRACTION of the State Archives is sure to be the expansive museum area which will feature displays of documents and artifacts highlighting three and a half centuries of Massachusetts history. Three-dimensional displays will include muskets and swords from the Revolutionary and Civil Wars, copper engraving plates designed by Paul Revere, and official wax seals dating back to Elizabethan England of the sixteenth and seventeenth centuries. Further manifesting the Commonwealth's commitment to promoting an appreciation of Massachusetts history and culture will be permanent and temporary exhibits of such priceless documents as the original charter for the Massachusetts Bay Colony, John Winthrop's diary, and the personal papers of such Founding Fathers as Sam Adams, John Adams, and John Hancock.

Complementing the museum exhibits and displays will be a diverse outreach program which will include educational series for students, senior citizens, researchers, and visitors to the Archives. A multi-media auditorium will be used for films, lectures, and demonstrations presented on a regular basis.

General George Strong's dress sword, Civil War

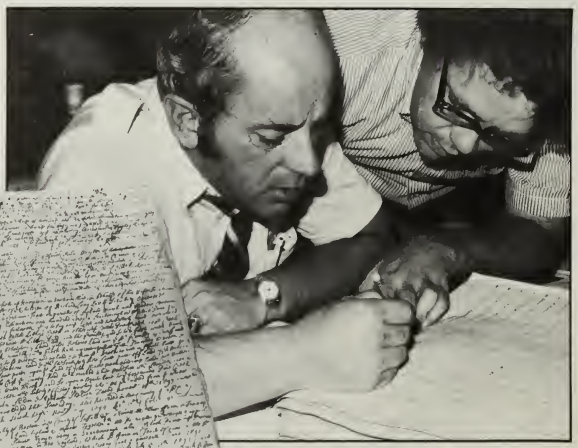


Early map of Cape Ann

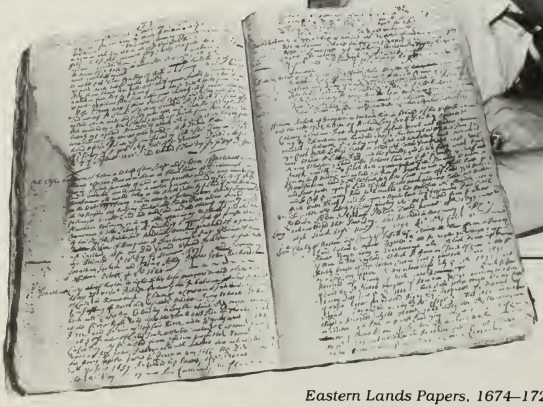
The archives: reference center

THE STATE ARCHIVES has been designed with particular attention to the reference needs of the several thousand individuals who annually utilize the facility for historical and genealogical research. A spacious reading room, accomodating sixty researchers at a time and complete with microfilm readers and printers, will provide an outstanding setting for scholarly work.

The reference desk, designed as a complete information center, will offer an effective liaison between researchers and the facility's collection of more than 12,000,000 documents of historical and cultural significance. Easy-to-use card catalogues and microfilm indices will further facilitate research work for both staff members and visitors.



Researchers pour over records

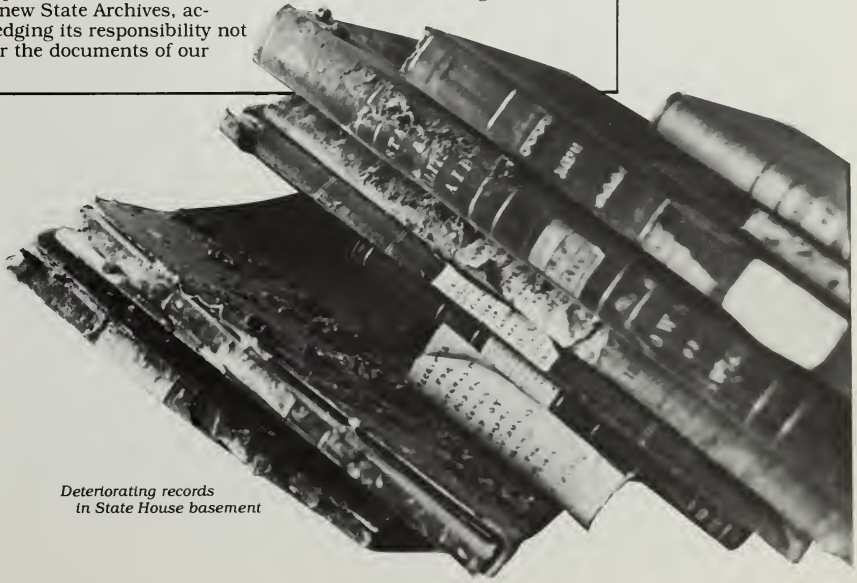


Eastern Lands Papers, 1674–1720

The archives: conservation and restoration

THE RESPONSIBILITIES of an archives far exceed its role as the mere repository for documents and records of historical importance. Such irreplaceable documents as the original charter of the Massachusetts Bay Colony and the Mayflower Compact have survived in excellent condition since the early 1600s because of the delicate care given them by professional archivists trained in restorative and conservational techniques.

The new State Archives, acknowledging its responsibility not only for the documents of our ancestors but to the value of these records to our descendents as well, will contain a fully-equipped conservation and restoration laboratory for the preservation of centuries-old materials. Essential archival services, including document cleaning, mending, binding, deacidification, and lamination will be conducted, allowing the Commonwealth to meet fully its statutory mandate of protecting the documentary heritage of Massachusetts for future generations.



Deteriorating records in State House basement

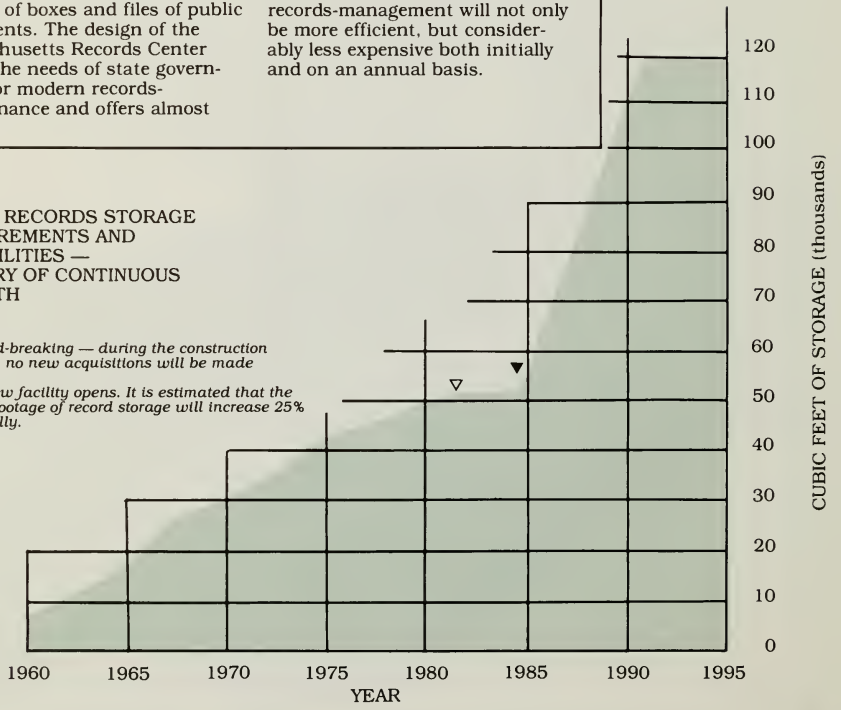
The Massachusetts records center

With the advent in recent years of such new storage technologies as microfilm, microfiche, and computer printouts, records-management capabilities have quickly evolved from the mere storage of boxes and files of public documents. The design of the Massachusetts Records Center meets the needs of state government for modern records-maintenance and offers almost four times the area presently allocated for the cataloging and storage of state documents and information. With the combination of the state's Central Microfilm Service and the Records Center, records-management will not only be more efficient, but considerably less expensive both initially and on an annual basis.

STATE RECORDS STORAGE REQUIREMENTS AND CAPABILITIES — A STORY OF CONTINUOUS GROWTH

▽ *Ground-breaking — during the construction period, no new acquisitions will be made*

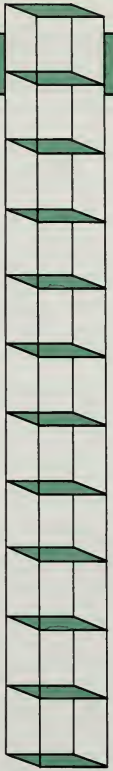
▼ *The new facility opens. It is estimated that the cubic footage of record storage will increase 25% annually.*



Records center: records storage

PROJECTED COST CUTTING WITH HIGH DENSITY STORAGE

One square foot floor space/ Eleven cubic feet storage space



One square foot floor space/ One cubic foot storage space

THE STORAGE FACILITIES at the Massachusetts Records Center represent an entirely new generation of management and technology in this field. Information, currently housed in costly makeshift locations, will now be maintained in storage areas specially designed for this purpose.

Three distinct vaults featuring high-density storage and specifically equipped for the maintenance of computer tapes, microfilm, and paper documents will provide optimal storage conditions at a fraction of the previous cost. The Center's staff will offer pick-up and delivery of records, indexing and cataloging of records series, and maintenance of this information for required retention periods. While housed in the Center, the records will be readily available for research and examination at a complete reference facility designed exclusively for such needs.

	Office storage space	New Records Center storage space
Space cost *(per sq ft of floor space)*	$120 per year	$24 per year
Accommodation *(per sq ft of floor space)*	One cubic foot	Eleven cubic feet
STORAGE COST PER CUBIC FOOT	$120 per year	$2.16 per year

Estimated savings per cubic foot of storage: $117.84*

**The State Records Center will accommodate 200,000 cubic feet of records when fully utilized.*

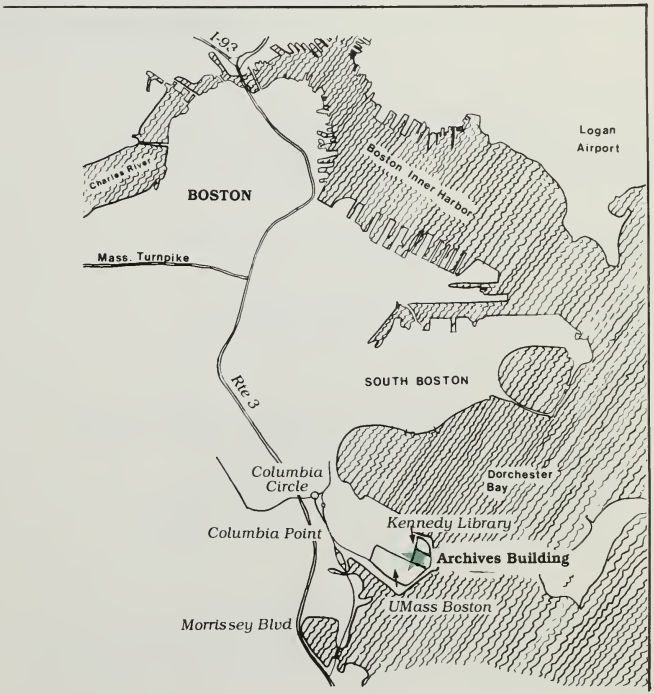
Records center: central microfilm service

THE SECOND COMPONENT of the Records Center, the Central Microfilm Service, will provide state government with an outstanding capacity for modern records-management. By their very nature, microfilm and microfiche offer records-managers additional security, reduced storage requirements, and greater access, all at substantially less cost than current methods.

Internal records-maintenance programs and in-house reproduction will allow the state to catalogue and store thousands of records in areas that presently hold but a few files. Access by both state agencies and the public will be greatly enhanced through more efficient storage of records and the flexibility of microfilm printers. The security of state records will also be guaranteed through the retention of all master negatives in a specially-designed vault. This proper utilization of state-of-the-art microfilm technologies promises to improve all facets of records-management at a fraction of the current cost.

The use and storage of microfilm will facilitate the retrieval of records and increase security.

Site of the new Archives



THE COMMONWEALTH OF MASSACHUSETTS

Edward J. King
Governor

Michael Joseph Connolly
Secretary of State

Executive Office of Administration and Finance
David M. Bartley, *Secretary*

Division of Capital Planning and Operations
Stuart D. Lesser, *Deputy Commissioner*
Alan R. Burne, *Director of Project Management*

Arrowstreet, Inc., architects
LeMessurier Associates / *Structural engineers*
Whitman and Howard / *Landscape — civil engineers*
Haley and Aldrich / *Geotechnical engineers*
Fitzmeyer and Tocci / *HVAC engineers*
Robert Sullivan, Inc. / *Plumbing engineers*
Verne Norman Associates / *Electrical engineers*
Joseph M. Chapman, Inc. / *Security consultant*
Firepro, Inc. / *Fire protection*

With special appreciation for their contributions: John R. Myer, Partner-in-Charge and Eden G.R. Milroy, Project Manager, Arrowstreet, Inc.; Robert B. Mongrain, Project Director, and Edmund J. McAdam, Project Engineer, Division of Capital Planning and Operations; Albert H. Whitaker, Jr., Archivist of the Commonwealth; Gerald S. Eigen, Director, State Records Center; James W. Igoe, Deputy Secretary of State; and Michael S. Lapuck, Assistant Archives Building Project Director.

For further information, contact Michael S. Lapuck, Assistant Archives Project Director, Office of the Massachusetts Secretary of State, One Ashburton Place, Boston, MA 02108. Phone: (617) 727-8436.

Brochure design: Shirley Southworth
Photography: T.C. Fitzgerald

16

PUBLICATION OF THIS DOCUMENT APPROVED BY JOHN MANTON, STATE PURCHASING AGENT
15M-9/82-170917
Estimated Cost Per Copy $.28

Office of the Massachusetts Secretary of State
Michael Joseph Connolly, Secretary